Senior UNIX Systems Administrator/Programmer - Job Description
St. Olaf College, IT
August, 2012

DESCRIPTION

The Senior UNIX Systems Administrator/Programmer is a member of a team-oriented staff and shares in the responsibility of providing the St. Olaf community with systems administration and systems programming support.

The primary responsibilities of the Senior UNIX Systems Administrator/Programmer are to provide advanced system administration services for St. Olaf's UNIX/Linux servers and systems programming services.

The Senior UNIX Systems Administrator/Programmer reports to the Director of Information Systems.

ABILITIES, KNOWLEDGE, AND SKILLS

- B.A. or B.S. degree, preferably in Computer Science
- 5 or more years of experience administering UNIX/Linux systems
- Fluency in languages including several of the following: perl, PHP, ColdFusion, JavaScript/jQuery, C, C++, shell scripting
- 5 or more years of experience administering and programming against databases such as MySQL, PostgreSQL and SQL Server
- Strong organizational and written communication skills
- Effective interpersonal and oral communication skills
- Ability to work effectively in a team environment
- Experience with payment gateways such as authorize.net a plus
- Experience with HTML, AJAX, CSS, and XML a plus

DUTIES

SYSTEMS ADMINISTRATION SERVICES
- Serve as a senior systems administrator for UNIX/Linux servers and services.
    - Monitor system performance and utilization
      Install, configure, and document new servers and applications
      Maintain and audit user accounts
      Manage fileserver utilization (shared folders, quotas, etc.)
      Maintain servers and system security according to campus standards
      Track vulnerabilities and apply appropriate patches and upgrades
      Generate statistics for operational review and planning
- Mentor and train UNIX Systems Administrator
- Respond rapidly (within one business day) to user requests.
- Respond rapidly to maintenance needs, including on weekends and evenings.
- Assist with managing our VMware infrastructure and NetApp SAN.

- Work with the Systems Team in developing System Administration Policies and Systems Team long-range planning.
- Work with the Systems Team on security audit processes for all systems.

PROGRAMMING SERVICES
- Design, develop, document, troubleshoot, and maintain programs for systems and applications in support of the academic mission and the business operations of the college.

USER SUPPORT
- Serve as the IT Staff Liaison to academic departments as assigned.
  Work with department faculty on the development of their computing skills
  Install department and lab software
  Research, review, and test new hardware, applications and technology ideas applicable to the academic departments
  Coordinate the installation and maintenance of department labs
  Participate in technology meetings, workshops held by and for departments
- Work with IT staff to test and document software for IT and public use.
- Assist St. Olaf faculty and staff in developing ideas for innovative projects involving academic and business computing.
- Work with the staff to provide documentation for IT programs and services.

USER SERVICES
- Respond to user email messages, phone calls, walk-ins, and Helpdesk inquiries in a timely fashion.
- Work with the staff to provide documentation and handouts for the programs and services available through IT.
- Provide consulting services to St. Olaf staff and faculty to help develop ideas for innovative projects involving technology-based productivity tools, including recommendations of appropriate hardware and software.

IT STAFF WORK
- Attend staff meetings.
- Participate in IT Team assignments.
- Evaluate new technologies and software appropriate to St. Olaf.
- Prepare monthly activity reports.
- Perform other duties as requested by the Director of Information Systems.

CONTACTS

The Senior UNIX Systems Administrator/Programmer interacts with faculty, staff, and students on a daily basis and with the President, Provost, Vice Presidents, Deans and Department/Office heads as needed.

WORK SCHEDULE

The Senior UNIX Systems Administrator/Programmer is a full time position. The Senior UNIX Systems Administrator/Programmer is on-call and must be able to respond to issues on-campus within 30 minutes. Evening and weekend hours are required.